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DEPARTMENT OF TRANSPORTATION

Request for Qualifications

Professional Services for Geotechnical
Services On-call

July 31, 2024

Statements of Qualifications are due Wednesday, August 21, 2024, 1:00 P.M.

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Transportation (NDOT), is issuing a Request for Qualifications (RFQ) for Geotechnical Services On-call. Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <http://www.dot.nebraska.gov/business-center/consultant/>

All consultants interested in providing professional services for NDOT are strongly encouraged to review NDOT's template [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order Agreement](#), [Sample Fees and Payments Exhibit](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFQ. By submitting a statement of qualifications in response to this RFQ, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOT's website. An agreement will not be executed unless consultant provides a current overhead (indirect cost rate) schedule and proof of meeting the insurance requirements in the form of an [Insurance ACORD](#). Further information regarding insurance, including a [checklist](#) to assist in submitting an acceptable certificate, can be found at <https://dot.nebraska.gov/business-center/consultant/insurance/>.

This RFQ does not commit NDOT to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. NDOT reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of NDOT to do so.

In accordance with Nebraska Revised Statute [84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOT are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

Required Title VI Non-discrimination General Assurance

The Nebraska Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders/offerors that it will affirmatively insure {ensure} that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated

against on the grounds of race, color, or national origin in consideration for an award.

STANDARD WORK CATEGORIES

Standard Work Categories anticipated on this project are listed below. Consultant/team must be certified in the following Standard Work Categories. Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

231 Geological Studies

SCOPE OF SERVICES**A. OVERVIEW**

This work involves performing a geotechnical investigation by boring, sampling, and testing of the soil and rock strata to establish the soil and rock foundation characteristics for the analysis for the design of highway and bridge projects, when the soil and rock properties may affect subgrade and foundation performance. In addition, this work may include:

1. Locating bedrock
2. Searching for sources of aggregate and borrow for use in highway construction.
3. For projects requiring Section 408 USACE coordination, Drilling and Invasive Program Plans and additional required submittals for Section 408 permission/technical reviews including, but not limited to, liquefaction susceptibility, subsurface investigation, seepage analysis, settlement analysis, stability analysis, etc.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The consultant firm shall have experienced civil engineers licensed in the State of Nebraska familiar with all aspects of geotechnical design related to roadways, embankments, and bridges in Nebraska. In addition, the Consultant's team must include a Nebraska licensed well driller.
2. The Consultant's team shall have working knowledge of:
 - a. Geotechnical industry standards
 - b. The NDOT Geotechnical Manual
 - c. AASHTO geotechnical testing and design standards
 - d. Local, State, and federal laws and regulations that pertain to subsurface explorations.
 - e. USACE Section 408 and applicable documents such as Engineer Circular (EC) 1165-2-220 and Drilling and Invasive Program Plans
 - f. USACE Publication, Engineer Manual (EM) 1110-1-1804 Geotechnical Investigations

C. SOFTWARE AND EQUIPMENT REQUIREMENTS

1. Consultant must use an AASHTO Materials Reference Laboratory (AMRL) or equivalently certified testing laboratory as approved by NDOT.
2. The Consultant shall have in-house subsurface exploration equipment capable of traveling in adverse site conditions and the ability to perform hollow-stem auger, mud-rotary, and rock core drilling, as well as the ability to perform in-situ sampling and testing.
3. The Consultant shall have experience in installing, maintaining, and monitoring geotechnical instrumentation such as settlement gauges, piezometers, and inclinometers.
4. Consultant shall have geotechnical software capable of performing analyses such as slope stability, settlement (including delay periods and settlement profiles), pile design and other geotechnical analyses as may be requested by NDOT.

D. EXPECTATIONS FOR THE DELIVERABLES

1. Consultant shall provide both a geotechnical engineering report and an executive summary to NDOT for any completed subsurface exploration, laboratory testing or geotechnical analysis. The Consultant's submittals shall be in a format approved in advance by NDOT. Examples of reports are included in NDOT's Geotechnical Policies and Procedures Manual.
2. The geotechnical engineering report shall include, as applicable, the following field and laboratory information:
 - a. Discussion of geotechnical analysis
 - b. Geotechnical recommendations
 - c. Boring Logs
 - d. Density and moisture content of undisturbed samples
 - e. Unconfined compressive test, triaxial test, direct shear test, and consolidation test reports
 - f. Soil classification data
 - g. Other information as requested by NDOT
3. Prior to submitting a final report, the Consultant shall submit a draft report to NDOT for review and approval.
4. The geotechnical investigation shall be done in accordance with the NDOT Geotechnical Manual and applicable AASHTO testing and design standards.
5. Work shall be performed at project sites as directed by the NDOT.
6. The schedule for the work to be performed will be specified in the Task Order.
7. The information provided from the geotechnical report is expected to be used by NDOT or other Consultants for roadway, bridge, and structure designs.

DETAILS

It is anticipated that four (4) consultants will be shortlisted for interviews, with two (2) consultants awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The evaluation criteria to be used for the short-listing and final selection are outlined below.

The proposed three-year contract term will have a maximum value of \$300,000 for each consultant awarded a contract. The contract term may be extended up to 6 months at the discretion of NDOT. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$80,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

NDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. NDOT also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

NDOT will not hold a briefing. All information is contained within this RFQ and on NDOT's website. If additional information is deemed necessary, it will be posted on the same web page as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

Interested consultants must be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/g1qb344b/cert-instruc-annual-certification.pdf>

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this RFQ ([DF Policy Example](#)). The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's DF Policy may be submitted via email to: NDOT.PDAnnualCertification@nebraska.gov

Please do not call or write NDOT staff for information regarding the services in this RFQ. Email all inquiries/questions to NDOT Procurement Engineer, at: ndot.pdRFQinfo@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. QUALIFICATIONS (50 PTS)

- a. Project manager and key team members are qualified to perform the work categories on the projects.
- b. Computer capability of the firm. Geotechnical analysis software capacity to perform such services as: slope stability analyses, settlement analyses, and pile design.

- c. Qualifications and capability of key team members.
- d. What is the knowledge and experience of the consultant's team with these types of projects?
- e. Did the consultant list comparable projects they have been involved with?
- f. Familiarity with the NDOT Geotechnical Manual and current AASHTO testing and design standards.
- g. Consultant has an AASHTO Materials Reference Laboratory (AMRL) or equivalent certified testing laboratory

2. **PERFORMANCE DATA (10 PTS)**

- a. Performance evaluations for the firm and the team with NDOT.
- b. Have previous submittals to NDOT been complete and did they meet NDOT standards?
- c. Has the consultant met project schedule on previous projects with NDOT?
- d. Has the consultant cooperated and communicated well with NDOT staff on previous projects?
- e. If firm has no experience with NDOT, did they provide references for previous experience with other states, local governments, or appropriate clients?

3. **UNDERSTANDING OF THE SERVICES TO BE PROVIDED (40 pts)**

- a. Did the consultant demonstrate understanding of the key elements of the services to be provided?
- b. Did the consultant adequately address through the response to the RFP that they were allocating appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceived them?

Final Selection

The Department may conduct interview discussions with the short-listed firms to further understand the evaluation criteria responses, and to hear how each firm can best meet the needs of NDOT related to these services. A final tally of evaluation criteria scoring will occur at the conclusion of interview discussions. NDOT will coordinate interview discussions with each short-listed firm to occur within the scheduled dates shown below.

SCHEDULE OF ACTIVITIES	Date (2024)	Time (CST)
RFQ posted	July 31, August 7, 14	
Last day questions will be accepted	August 7	4:00 PM
Last day Q&A or updates to RFQ may be posted	August 14	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	August 21	4:00 PM
Statement of Qualifications Due	August 21	1:00 PM
Post Short-List Consultants & Interview Schedule	August 30	4:00 PM
Interview Discussions	September 5	10:00 AM - Noon
Post Final Selections	September 9	4:00 PM

NOTE – Shortlisted Firms may be asked to provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOT will consider each selected consultant's statement of qualifications along with any performance data on file with NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform the work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

SUBMITTAL OF QUALIFICATIONS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) electronic copy (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online "[SOQ Submittal Form](#)" link found on the Consultant Services Business Opportunities page. Please "reduce file size" of PDF before submitting.

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFQ.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [NDOT Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications" \(MS Word version\)](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate NDOT Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 paper, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

INTERVIEWS

NDOT will conduct interview discussions via telephone with the short-listed consultants during the time period specified in the Schedule of Activities.

NDOT will make every effort to post the short-listed consultants and interview discussion schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

Upon completion of scoring and approval of the Deputy Director, NDOT will post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities, or as soon as possible.

Vicki Kramer, Director
Nebraska Department of Transportation
EQUAL OPPORTUNITY EMPLOYER